

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-154

1910-B, 1910-C

For: State and County Offices

FY 2001 FLP Credit Reports

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

State Office FLP staffs will retain the responsibility for ordering commercial credit reports for FY 2001. The National Office has contracted with Dun and Bradstreet (D&B) Information Services to provide online services through the internet for this FY.

As in previous years, State Offices must select GSA-approved vendors to obtain mortgage credit reports. State Offices are authorized to obtain electronic mortgage reports for individual and joint applicants. Notice FLP-146 informs State Offices that CBCWin Version 1.6 software is available for obtaining electronic mortgage reports.

B

Purpose

This notice:

- provides guidance on obtaining credit reports
- obsoletes Notice FLP-78.

C

Contact

Direct any questions about this notice to Ann Smith, LMD at 202-720-1656.

Disposal Date	Distribution
October 1, 2001	State Offices; State Offices relay to County Offices

2 Responsibilities

A

Farm Loan Manager (FLM) Responsibilities for Obtaining Commercial Credit Reports

FLM's will determine whether a commercial credit report is required. If FLM can make a loan determination based on information contained on an applicant's mortgage report, a commercial credit report is not required.

If FLM determines that a commercial credit report is needed, a fee of \$40.00 will be collected from the applicant and a request to order a credit report will be sent to the State Office, Farm Loan Programs Section.

FLM's shall submit the information on FmHA Instruction 1910-C, Exhibit A or in memorandum form. Requests must provide the following information:

- name of applicant
- mailing and physical address of operation
- telephone numbers for principals and owner's name, if different from name of applicant.

Note: The D&B database will not have an established record of activities on newly formed operations; however, they will initiate an investigation upon request.

B

FLM Responsibilities for Obtaining Mortgage Reports

The standard fee for mortgage reports remains \$28.00 for individuals and \$34.00 for joint applicants. FLM's shall follow State Office supplements when ordering mortgage reports.

Continued on the next page

2 Responsibilities (Continued)

C

State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports

The State Office Coordinator or their designee will order commercial credit reports when FLM submits a request in writing. Only the State Office Coordinator or their designee may access the D&B database using a D&B authorized ID and password. Additionally, State Office Coordinators are only authorized to obtain D&B “Business Information Reports.” The State Office Coordinator or their designee shall initiate an investigation through the D&B website if a business information report is not available. Upon receipt of a credit report, the State Office Coordinator shall FAX the report to the requesting FLM.

Note: State Office Coordinators will receive monthly reports from D&B detailing the usage of the individual accounts. State Offices will **not** be billed by D&B for access to this database.

D

State Office Responsibilities for Obtaining Vendor Services for Mortgage Reports

State Offices will:

- select approved vendors from GSA Schedule 732 I A
- issue State Office supplements providing additional guidance, i.e., vendor selection, use of vendors and fees, to field offices
- amend standard fees to reflect the actual cost for electronically generated mortgage reports.

Note: GSA Schedule 732 I A can be found at the following GSA website: <http://www.fss.gsa.gov>. Select the following:

- “Federal Supply Schedules”
 - “Schedule E Library”.
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E

National Office Responsibilities

The National Office works with the National Agricultural Library under an interagency agreement to obtain D&B’s reporting services. All payments to D&B under this contract are made through the National Agricultural Library.
